



DEPARTMENT OF THE ARMY
HEADQUARTERS, U. S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL
AND FORT SAM HOUSTON
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

REPLY TO
ATTENTION OF

MCCS-RM

13 JUL 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum – Civilian Hiring and Services Contract Approval and Reporting

1. References:

a. Memorandum, Secretary of the Army, 23 Feb 06, subject: Army Policy for Civilian Hiring and Initiation/continuation of Contracts for Service Personnel.

b. Memorandum, MEDCOM, 24 Mar 06, subject: Office of The Surgeon General (OTSG)/Medical Command (MEDCOM) Policy on Civilian Hiring and Services Contract Approval and Reporting.

2. Effective 23 Feb 06 and IAW references above, LTG Kiley is the approving authority for all civilian staff hires and procurement of contracted services within the OTSG/MEDCOM. For the AMEDDC&S, I am the official requesting authority for such approval. All AMEDDC&S activities will strictly adhere to this Army policy. This policy applies to all activities documented on the AMEDDC&S Table of Distribution and Allowances (TDA) and applies regardless of funding source or servicing civilian personnel, contracting, or budget offices.

3. We must continue and improve our analysis and decision processes. My submission of a request to MEDCOM is taken as a statement of assurance for the availability of funds for the requested action.

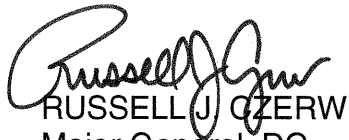
4. All activities will use the newly revised Human Resource Advisory Committee (HRAC) format (Encl 1) to submit requests for my consideration. Once the MEDCOM required format is stable, the form will be added to the AMEDD Forms-flow system. Until that time, you will be provided the Microsoft Office Word file. Completed signed forms must be submitted to DCSRM (ATTN: MCCS-RM for civilian hires or ATTN: MCCS-RB for contracts) in both hard copy and electronic formats. Upon inclusion in the AMEDD Forms-flow system, the forms may be electronically signed and submitted via Forms-flow to the DCSRM. Additional implementing instructions are included at Enclosure 2.

MCCS-RM

SUBJECT: Policy Memorandum – Civilian Hiring and Services Contract Approval and Reporting

6. POC for this policy is Mr. Faleide, DCSRM, 210-221-6906 or mark.faleide@amedd.army.mil. Specific questions related to civilian personnel hires may be directed to Mrs. Abbey at 210-221-7359 or susan.abbey@amedd.army.mil. Specific questions related to services contracts may be directed to Mrs. Horton at 210-221-7348 or deborah.horton@amedd.army.mil.

Encls
as



RUSSELL J. OZERW
Major General, DC
Commanding

DISTRIBUTION:

Equal Opportunity
Safety
Inspector General
Internal Review & Audit Compliance
Staff Judge Advocate
Historian
Executive Operations
Security
Army Retention Program
Reserve Component Advisors
DCS, Engineering & Facilities
Management
DCS, Resource Management
Joint Medical Executive Skills Institute
AMEDD Corps Chiefs Offices
Pharmacoeconomic Center
Clinical Investigations Regulatory Office
AMEDD Regiment
Medical Expense Performance Review
System
MEDCOM Functional Support Office
MRI Program Implementation Office

MCCS-RM

SUBJECT: Policy Memorandum – Civilian Hiring and Services Contract Approval and Reporting

AMEDD Medical Claims

AMEDD Central Credential Review
Board

Special Pay

Army Central Registry Office

Alcohol & Substance Abuse Program
Office

Medical Education Directorate/GME

MEDCOM Strategic Plans

MEDCOM Corporate Quality Office

Patient Administration Systems &
Biostatistics Activity

AMEDD Personnel Proponency
Directorate

AMEDD NCO Academy

Defense Medical Readiness Training
Institute

32nd Medical Brigade

Assistant Commander for Force
Integration

Academy of Health Sciences

AMEDDC&S -- HUMAN RESOURCE ADVISORY COMMITTEE
Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel

INSTRUCTIONS: Complete a separate form for each action. Submit completed form through your authorizing official to DCSRM. The justification must identify the new mission, program change, increased workload, or local directive prompting this request. Use the TAB key to move between fields.

Page 1:

1. Requesting Activity: Organization name and installation.
 2. Request is for: Check all appropriate boxes.
 - a. Civilian:
 - (1) Recruit Vice: Enter departing employee's name
 - (2) Date departed: Enter employee's last work day
 - (3) Series changing to: If you are changing the series of the position IAW HRAC rules of engagement, indicate new series here.
 - b. Contract:
 - (1) Project Name: Project name must be specific enough to differentiate it from other contract requirements.
 - (2) Contract/Task Order/Delivery Order Number: Self-explanatory. If a new award without an existing contract number, state "new award."
 - (3) Procurement Activity: Identify the intended method of procurement (MIPR, DA 3953, etc.)
 3. Type of funds: Check appropriate box. If "Other" identify type in space provided.
 4. APC: Enter the APC to be used to fund this request.
 5. Point of Contact: Name and rank/grade, phone, fax, and email.
 6. Requesting Official. Enter the name, rank/grade, title and signature of the requesting official. Also include the date of the signature.
 7. Authorizing Official. Enter the name, rank/grade, title and signature of the authorizing official. For civilian hiring actions this is the Dean, ACFI, Bde Cdr, or equivalent or their representative. Also include the date of the signature.
- Page 2:** Local Tracking Number will be completed by DCSRM personnel.
- REQUEST FOR:** Select the appropriate request type – Civilian or Service Contract.
- Action Type:** Select appropriate action – New or Continuation
- GWOT:** Select appropriate response – Yes or No
- A & B are completed for you.
- C. Position Title or Project Name for Contract:**
- Civilian Hire: Position Title on TDA
 - Contract: Project name must be specific enough to differentiate it from other requirements
- D. Position Number or Contract Number/Task Order/Delivery Order Number:**
- Civilian Hire: TDA CCNUM (e.g., 0107) Paragraph and Line (e.g., 001A/99A).
 - Contract: Self explanatory. If a new award without an existing contract number, state "new award."
- E. Position Grade and Cost/ or Contract Manpower Equivalents and Cost:**
- PP/Series/Grade: For Civilian positions only. Pay Plan, series, and grade (e.g. GS-560-13).
 - CMEs: Determine Contract Manpower Equivalents (CME) by dividing the total number of service hours requested by 1920 hours. 1 CME = 1,920 hours. Round to the nearest tenth of a CME. Estimate if exact hours are not known. Not required for civilian positions.
 - Cost: For civilian: Estimated annual cost in 12 months of work including benefits, PCS costs, recruitment, retention, or relocation incentives, and any other entitlements. Estimate salary at step 6 and benefits at 19% for DHP funded positions and 24% for OMA funded positions. For contract: Cost is the Independent Government Cost Estimate for the total contract cost for period of performance.
 - Funding Source: Select option.
 - Funding Limitation: Select option. O&M is the default value.
- F. Justification for fill or contract:** Do not exceed space provided. This space will grow as you write your justification, but is limited to 1300 characters. You will have to adjust your input to ensure TSG's signature block remains on the page.
- G. Requesting Activity POC/Phone:** Select the appropriate POC: Civilian: Susan Abbey, 210-221-7359 Contract: Michael Johnson, 210-221-7351. You may list an activity POC as the alternate POC with a corresponding phone number.

TO: AMEDDC&S, DCSRM, ATTN: MCCS-R	1. REQUESTING ACTIVITY				
2. REQUEST IS FOR:					
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> a. Civilian Hire <input type="checkbox"/> Recruit Vice: Date departed: Series changing to: <input type="checkbox"/> New <input type="checkbox"/> Permanent: <input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary (NTE (Up To) 2 Yrs) <input type="checkbox"/> Term Appointment (NTE (Up To) 4 Yrs) <input type="checkbox"/> Conversion of Current Contract to GS <input type="checkbox"/> Temporary Promotion </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> b. Contract for Service Personnel <input type="checkbox"/> New <input type="checkbox"/> GWOT <input type="checkbox"/> Exercise of Option(s) <input type="checkbox"/> Delivery Order/Task Order <input type="checkbox"/> Bridge or contract extension <input type="checkbox"/> Modification Procurement Activity: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </td> </tr> <tr> <td style="vertical-align: top;"> 3. TYPE OF FUNDS: <input type="checkbox"/> DHP <input type="checkbox"/> OMA <input type="checkbox"/> Other: </td> <td style="vertical-align: top;"> 4. APC: <div style="border: 1px solid black; height: 20px; width: 100%;"></div> </td> </tr> </table>		<input type="checkbox"/> a. Civilian Hire <input type="checkbox"/> Recruit Vice: Date departed: Series changing to: <input type="checkbox"/> New <input type="checkbox"/> Permanent: <input type="checkbox"/> Full Time or <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary (NTE (Up To) 2 Yrs) <input type="checkbox"/> Term Appointment (NTE (Up To) 4 Yrs) <input type="checkbox"/> Conversion of Current Contract to GS <input type="checkbox"/> Temporary Promotion	<input type="checkbox"/> b. Contract for Service Personnel <input type="checkbox"/> New <input type="checkbox"/> GWOT <input type="checkbox"/> Exercise of Option(s) <input type="checkbox"/> Delivery Order/Task Order <input type="checkbox"/> Bridge or contract extension <input type="checkbox"/> Modification Procurement Activity: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	3. TYPE OF FUNDS: <input type="checkbox"/> DHP <input type="checkbox"/> OMA <input type="checkbox"/> Other:	4. APC: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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3. TYPE OF FUNDS: <input type="checkbox"/> DHP <input type="checkbox"/> OMA <input type="checkbox"/> Other:	4. APC: <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
5. POINT OF CONTACT: PHONE: FAX: EMAIL:					
6. REQUESTING OFFICIAL'S TYPED NAME, RANK/GRADE, TITLE, AND SIGNATURE:	DATE:				
7. AUTHORIZING OFFICIAL'S TYPED NAME, RANK/GRADE, TITLE, AND SIGNATURE:	DATE:				
<table style="width: 100%;"> <tr> <td style="width: 60%;">DCSRM USE ONLY:</td> <td style="width: 40%;">TRACKING NUMBER:</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>		DCSRM USE ONLY:	TRACKING NUMBER:		
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US Army Medical Command**REQUEST FOR** (select 1):

APPROVAL

Action Type (select 1):**GWOT:**

A. Requesting Activity: AMEDDC&S, Fort Sam Houston, TX

B. Unit Identification Code: W3VZAA

C. Position Title (civilian) or Project Name (contract):

D. TDA Para & Line (civilian) or Contract Number/Task Order/Delivery Order Number/"New Award":

E. Position Grade and Cost/ or Contract Manpower Equivalents and Cost:

(1) PP/Series/Grade (civilian):

(2) CMEs (contract; @1,920hrs per):

(3) Cost (\$):

(4a) Funding Source (select 1):

(4b) Funding Limitation (select 1): O&M

F. Justification for fill or contract (do not exceed space provided):

G. Requesting Commander:

High-Cost Endorsement (if required):

RUSSELL J. CZERW

Major General, DC

Commanding

Requesting Activity POC:

Alt POC:

Phone:

Phone:

H. MEDCOM Commander:

_____ Approve _____ Disapprove Date: _____

KEVIN C. KILEY

Lieutenant General, MC

Commanding

MEDCOM USE**Tracking Number**e-mail completed form to "MEDCOM Hire/Contract Request" in MEDCOM GAL or hire.contract.medcom@amedd.army.mil

IMPLEMENTING PROCEDURES FOR AMEDDC&S COMPLIANCE WITH SECRETARY OF THE ARMY POLICY FOR CIVILIAN HIRES

APPLICABILITY: Any requirement for the recruitment and hiring of vacant civilian positions including:

- Newly established positions
- All current vacant positions (permanent, temporary, or term) whether the intent is to hire externally or internally
- All recruit actions (RPA) submitted to the Civilian Personnel Operations Center (COPC) on or after 23 February 2006

EXCLUSIONS:

- All non-appropriated fund (NAF) positions (the AMEDDC&S does not currently have any NAF positions)
- Summer hires
- Intern hires
- Hiring actions (RPAs) submitted prior to 23 February 2006
- Extensions of term and temp employees

PROCEDURES: The hiring process cannot begin until approval is granted by the MEDCOM Commander.

- Complete a request form for each action and submit to the DCSRM.
- DCSRM will process
 - all requests for vice hires to the AMEDDC&S CG for signature
 - all requests for new hires to the HRAC for consideration and recommendation of approval/disapproval.
 - all requests approved by the HRAC to the AMEDDC&S CG for signature upon availability of funds.
- DCSRM will notify the activity via email upon receipt of MEDCOM approval/disapproval.
- Upon notification of approval, the activity will initiate the RPA. In Part D, Remarks (4th Tab) include the Local Tracking Number (CS-P-xxxx-xxx) of the TSG approval as the first comment. This will help to ensure the approvals and RPAs are married correctly. You can find the local tracking number on the copy of the TSG approved form that I return to you. It's in the upper right hand corner of the form. Ensure that the gatekeeper accurately reflects the TSG approval data.
- After completion of Part A, Block 6 (authorizing official), submit the RPA to the RMM-3FR_AMEDDC&S_MANPWR/RMM groupbox for processing and submission to the CPOC.

Encl 2

**IMPLEMENTING PROCEDURES FOR AMEDDC&S COMPLIANCE
WITH SECRETARY OF THE ARMY POLICY FOR
INITIATION/CONTINUATION OF
CONTRACTS FOR PERSONNEL SERVICES**

APPLICABILITY: Any requirement for personnel services contract support including:

- New contracts
- Exercise of option(s) on existing contracts
- Placement of delivery orders and/or task orders on existing contract vehicles
- "Bridge" contract or contract extension actions
- Modifications to existing contracts that require additional funding be applied

EXCLUSIONS:

- "No cost" extensions to existing contracts, delivery orders, and task orders
- "No cost" or "reduced cost" modifications to existing contracts

PROCEDURES: The service procurement process cannot begin until approval is granted by the MEDCOM Commander.

For those contract actions that have already been submitted to a contracting officer between 23 February and 26 March 2006.

- DO NOT CANCEL THE ACTION. Continue with the contract process but do not make award until MEDCOM approval is received.
- Contract awards made between 23 February and 26 March without MEDCOM approval, must be submitted to DCSRM to request MEDCOM approval.
- Complete a request form for each action and submit to the DCSRM.
- DCSRM will process the request for AMEDDC&S CG signature requesting MEDCOM CG approval and notify the activities of the approval via email.
- If approved, proceed with award.
- If disapproved, cancel procurement action immediately.

For service contract actions after 26 March 2006:

- The requesting activity will process a Purchase Request in PRWeb or submit a MIPR to the Budget Office with all supporting documents attached (i.e. Statement of Work, Procurement Activity Quote, etc.). This request will generate a reservation of funds for the specified activity by recording a Commitment in the activity dCAS ledger account.
- The requesting activity will also submit a request for contract approval to the DCSRM using the prescribed form.
- DCSRM will process all requests for AMEDDC&S CG signature, forward it to MEDCOM for processing, and will notify the activity POC of the approval/disapproval via email.
- If approved, the DCSRM will release the request for procurement.
- If disapproved, the DCSRM will return the request to the requesting activity and decommit the reserved funds.